



State of Illinois
Department of Central Management Services

**USE
POLICY**

Effective Jan 30, 2007

Public Distribution

Version 1.0

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APPROVAL SHEET

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POLICY STATEMENT

State of Illinois resources must be used in accordance with state and federal law and within policies, procedures, standards, and management expectations governed by due care and due diligence.

PURPOSE

The purpose of this policy is to outline actions and authorize procedures that ensure state resources are used efficiently, effectively, ethically, and only for their intended purpose.

BUSINESS CASE

State of Illinois citizens expect and deserve to have their tax dollars spent wisely and effectively. Citizens expect and deserve that waste and abuse will not be perpetuated in the operation and delivery of state services. To this end, this policy establishes rules under which state resources are allocated and used. It also establishes consequences when resources are abused.

RELEVANCE

[Communications Act](#)

[Computer Crime Prevention Law](#)

[Computer Fraud and Abuse Act](#)

[Computer Security Act](#)

[Disposal Act \(Data Security on
State Computers Act\)](#)

[Economic Espionage Act](#)

[Electronic Commerce Act](#)

[Electronic Communications](#)

[Privacy Act](#)

[Federal Privacy Act](#)

[Gramm-Leach-Bliley Act](#)

[Health Insurance Portability &
Accountability Act \(HIPAA\)](#)

[National Information](#)

[Infrastructure Protection Act](#)

[Patriot Act](#)

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SCOPE

This policy applies to any state IT resource (as defined in Definitions) for which the Illinois Department of Central Management Services manages, maintains, operates, stores, or is otherwise held accountable.

DEFINITIONS

The following terms are used in this policy. For additional information on a specific term, click on the term below to display its definition or find it in the Shared Services Glossary.

- [*Approved Use*](#)
- [*Authorized User*](#)
- [*Classification*](#)
- [*Confidentiality*](#)
- [*Custodian/Owner*](#)
- [*Data/Information*](#)
- [*Due Care/Diligence*](#)
- [*Inappropriate*](#)
- [*Integrity*](#)
- [*Secured Resource*](#)
- [*Owner*](#)
- [*Reasonable Personal Use*](#)
- [*IT State Resource*](#)
- [*User*](#)

ENFORCEMENT

Noncompliance with this policy and/or its resulting procedures may be cause for disciplinary action up to and including discharge, may involve civil or criminal litigation, and may involve financial assessment, restitution, fines, or penalties.

RESPONSIBILITY

Each user of a state resource is responsible for practicing due diligence and following the intent of this or other applicable or referenced policies, procedure(s) or standard(s). Each user is also responsible for reporting fraud, abuse, or misuse of state resources.

Managers and supervisors are responsible for ensuring that workers follow the intent of this policy and are adhering to all related procedures and standards.

Managers and supervisors are also responsible for ensuring that workers receive and return all resources issued to them in the performance of their job duties.

Each business unit is responsible for publishing procedures and operational manuals that detail specific actions that implement this policy.

Resource custodians are responsible for monitoring, tracking, reviewing, and verifying that access is appropriate and that the integrity and confidentiality of resources are maintained.

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- Items purchased by the state, regardless of funding source, are owned by the state. Other sources of acquisition may also result in the state owning a resource. These include but are not limited to donation, transfer from one state entity to another, and lease agreements.
- The state designates “custodians” who are delegated ownership responsibility including access authority, integrity verification, and inventory control.
- Identity must be validated prior to being granted authority to access a secure resource.
- Resources and resource access will be allocated based on justified and documented business need.
- Resources must be used for approved use only. Approved use is limited to authorized users, sanctioned state business, job responsibility, and reasonable personal use.
- Data and information classification guidelines will be developed and published to assist custodians in determining the level of control applied to resource use.
- No state resource shall be used to communicate, generate, or store information which is illegal or may be considered offensive, harassing, threatening, intimidating, violent, sexually explicit, racial, ethnic, or otherwise considered contributing to a hostile work environment.
- Access to a given resource(s) may be revoked, suspended, or terminated at the discretion of the resource custodian or designee based on approved criteria including but not limited to job duty changes, access inactivity, security concerns, policy violation(s), or other events deemed appropriate by the resource custodian.
- Reasonable action, due care, and due diligence must be taken to prevent inappropriate use, disclosure, destruction, or theft of state resources, copyright, license agreements, or other propriety items. Reasonable actions include but are not limited to preventive, detective, and corrective actions. Refer to the [Security Policy](#) for additional information.
- Reasonable action, due care, and due diligence must be taken to ensure that resources will be available when needed and steps have been taken to mitigate exposure. Refer to the [Availability Policy](#) for additional information.
- Proper disposal methods, as detailed in corresponding operational procedures, must be applied to any resource containing or storing potentially confidential or sensitive information. This includes eliminating the potential of unauthorized viewing of confidential or sensitive information from resources that may be reused, reallocated, or discarded.
- Periodic certification (re-certification) is required to ensure each user understands and intends to follow this and other related laws, policies, and procedures.
- Accounting and tracking of assigned resources will be maintained through inventory, user provisioning techniques, and other methodologies as deemed appropriate and necessary.
- Additional minimum requirements for use of state resources may be found in other policies including but not limited to the [Security Policy](#) and the [Availability Policy](#) as well as organizational procedures and standard practices.

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REVISION HISTORY

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- End of Use Policy -